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| **Setting Updates** (Ofsted, premises, staffing, working hours, children present) |
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**Section 3 – Suitable People (part 2)**

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|  | **Suitable People (3.9 – 3.18)**  (Pg. 23 - 25 Statutory Framework for the EYFS) | **Securely in place** | **Partly in place** | **Not in place** | **Comments / Actions** |
| **S&W 7** | **Appropriate checks carried out to ensure that people looking after children/ in regular contact with children (including those living or working on the premises) are suitable (3.10)** |  |  |  |  |
|  | Do you work with an Assistant/s? (Include details in comments box) | **For comments only** | | |  |
| **S&W 8** | **DBS checks in place for Childminder (to include assistants, students and volunteers) and suitability checked as required**   * Registered with the update service?   **DBS checks in place for every other person over the age of 16, living on the premises**  Registered with the update service?  Recruitment Policy for childminders working with assistants |  |  |  |  |
| **S&W 9** | **In the event of a disqualification of a registered provider, the person must not continue as an early year’s provider. (3.14)**  **Where person is disqualified, the provider must not employ that person in connection with their early years provision.**  **Where a provider becomes aware of relevant information that may lead to disqualification of an employee the provider must take appropriate action to ensure the children’s safety (3.14)** |  |  |  |  |
| **S&W 10** | **The provider must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided** |  |  |  |  |
| **S&W 11** | **The provider must notify Ofsted of any significant event as soon as reasonably practicable, but at the latest within 14 days** |  |  |  |  |
| **S&W 12** | **Practitioners must not be under the influence of alcohol, any other substance or medication that may affect their ability to care for children (3.19)**   * Staff taking Medication/ Other Substances Policy in place * Medical advice sought where required * Staff medication on premises is always stored securely and out of reach of children   Prompts   * *Is there an induction Process / Checklist in place?* * *Does it include these elements?* * *Check induction/supervision records.* |  |  |  |  |
|  | **Staff qualifications, training, support, and skills (3.20 – 3.26)**  (Pg. 26 - 27 Statutory Framework for the EYFS) | **Securely in place** | **Partly in place** | **Not in place** | **Comments / Actions** |
| **S&W 13** | **Providers must follow their legal responsibilities under the Equality Act 2010.**  **Is the provider aware of the Act and the protected characteristics? (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion/belief, sex (gender) and sexual orientation)** |  |  |  |  |
| **S&W 14** | **Induction training must be provided for all staff, volunteers, and assistants. (3.21)**  **This must include:**  **Staff are given a mandatory induction, ISEYSS p32 Emergency evacuation procedures**   * **Safeguarding and child protection (including a copy of the policy)** * **Equality policy (e.g. Inclusion Policy/anti-discrimination/SEND etc)** * **Health and safety procedures** | **For comments only** | | |  |
| **S&W 15** | **Provider/ Staff are supported to undertake appropriate training and professional development opportunities to ensure the quality learning and development experiences for children continually improve (3.21)** |  |  |  | ***Date of training attended:***  ***Training Provider:***  ***Evidence seen:*** |
| **S&W 16** | **Provider undertakes regular effective supervision of staff/ assistants who have contact with children and families (3.22 and 3.23)**   * All meetings and discussions are documented including the impact/outcome   **Childminders are accountable for the quality of the work of assistants, and must be satisfied that assistants are competent in the areas of work they undertake (3.24)** | **For comments only** | | |  |
|  | **Completed training which helps them to understand and implement the EYFS before registering with Ofsted (3.24) (**i.e., CM pre-registration training)  (or gained previous knowledge/experience of the current EYFS Statutory Framework) | **For New Childminders** | | |  |
| **S&W 17** | Skills and Knowledge needed:  The provider can evaluate the quality of its provision they do not need to produce a written self-evaluation but:   * Are able to explain and demonstrate how they monitor and assess the quality of education and care they provide and how well they meet the needs of the children. * They take into account the views of partners; this could include parents, staff, other professionals, and children. * They consider the progress made by the children and the quality of the curriculum/education to determine what needs to improve. The provider is able to evaluate the quality of its provision * They do not need to produce a written self-evaluation but:   Prompts   * *What Ofsted judgements would you give your provision under the four outcome headings?* * *How did you determine this judgement? E.g. staff observations, tracking info, parental feedback, CPD, audits* * *Are the outcomes of self-evaluation shared with relevant partners? E.g. ‘you said we did’ for parents*   *Is there an improvement /action / development plan in place which outlines how you will improve practice / provision?* |  |  |  |  |
| **S&W 18** | **Childminders must hold a full current Paediatric First Aid (PFA) certificate. This must be renewed every 3 years and be relevant for workers caring for young children and babies (3.25)** (see evidence)  During the coronavirus pandemic the requirement to have a PFA (Paediatric First Aid) trained person on site at all times was slightly modified (but not for those with 0-24m olds on site).  Have you been able to maintain having someone with PFA certification on site at all times or did you have to adopt the relaxed regulations? What are your current arrangements? |  |  |  | ***Date of training attended:***  ***Training Provider:***  ***Evidence seen:*** |
|  | **Childminder Assistants, who might be in sole charge of children for any period of time, must hold a full current Paediatric First Aid (PFA) certificate. This must be renewed every 3 years and be relevant for workers caring for young children and babies (3.25)** (see evidence) | **For comments only** | | | ***Date of training attended:***  ***Training Provider:***  ***Evidence seen:*** |
| **S&W 19** | **Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate (3.25)** |  |  |  |  |
| **S&W 20** | **Providers and staff must have sufficient understanding and use of English to ensure the well-being of children in their care. (3.26)**  For example:   * Keep records in English * Liaise with other agencies in English * Summon emergency help * Understand instructions i.e., medicines or food hygiene |  |  |  |  |
|  | **Key person (3.27)**  (Pg. 27 Statutory Framework for the EYFS) | **Securely in place** | **Partly in place** | **Not in place** | **Comments / Actions** |
| **S&W 21** | **Each child must be assigned a key person. (3.27)**  **Their role is to:**   * **Ensure every child’s care is tailored to meet their individual needs** * **Help the child become familiar with the setting** * **Offer the child a settled relationship** * **Build a relationship with parents**   (If working with other Childminders and/or Assistants. If working alone, the key person is the Childminder) |  |  |  |  |
|  | **Staff: child ratios (3.28 – 3.31)**  (Pg. 28 Statutory Framework for the EYFS) | **Securely in place** | **Partly in place** | **Not in place** | **Comments / Actions** |
| **S&W 22** | **For Settings only – (EYFS 3.28)** | **Not applicable** | | |  |
| **S&W 23** | **Staffing arrangements must meet the needs of all children and ensure their safety. Children must usually be within sight and hearing of staff and always within sight or hearing (3.29)** |  |  |  |  |
| **S&W 24** | **Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible (3.30)** |  |  |  |  |
| **S&W 25** | **Ratio requirements must be met at all times** |  |  |  |  |
|  | How many under 8’s currently on roll?  How many over 8’s currently on roll? |  | | |  |
|  | **Total (max 16)** |  |  |  |  |

**Type of next visit: EQuIP (Sections 1,2 & 3) or EQuIP (Sections 1 & 2)**

**Date next visit due:**